

STANDARD FORM 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 1 July 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 26, Week of 25 June - 1 July 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 25 June there were [] people in Clerical Induction Training. 25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 25 June.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 25 June were as follows: 25X1

	Tested	Qualified	
Shorthand	[]	[]	25X1
Typewriting	[]	[]	25X1

4. Clerical Refresher Training Program 70 Begins. Clerical Refresher Training Program 70 Began on Monday, 1 July 1957 with [] students enrolled from the following Agency components: DDP, [] DDI, [] DDS, [] 25X1

5. Clerical Training Assists EE Support Personnel and Training Section. [] Chief, Clerical Refresher Training, 25X1 assisted EE Support Personnel and Training Section of EE area division in selecting shorthand and typing tests to be administered overseas to prospective contract employees. These tests will ascertain the level of the skill that these persons have for entrance-on-duty. [] conference was a follow-up of one held by [] of EE, [] of Assessment and Evaluation and [] 25X1

25X1

25X1

25X1